

<p>SUPERIOR COURT OF CALIFORNIA</p>  <p>COUNTY OF ALAMEDA</p>	<p><u>JOB ANNOUNCEMENT</u></p> <p>EOE/ADA*</p> <p><small>*If you need assistance with the application process because of a disability, please call (510) 271-5153 or TDD (510) 465-3929</small></p>	<p>24 HOUR JOB HOT LINE #</p> <p>(510) 208-3906</p> <p>www.acgov.org/courts</p>
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COURT REPORTER – PER DIEM

PAY RANGE:	<p>\$278.19 for Full day Assignment \$139.09 for Half day Assignment</p>
FILING PERIOD:	Open Continuous
FILING REQUIREMENTS:	<p><u>Please send completed application form, supplemental questionnaire and a copy of your valid CSR Certification to:</u></p> <p>Superior Court of California, County of Alameda Human Resources & Labor Relations Bureau 1225 Fallon Street, Room 105 Oakland, CA 94612</p>

The Superior Court of California, County of Alameda is recruiting court reporters to establish an eligible list for Court Reporter Per Diem to fill positions on as needed basis. Court Reporter Per Diem may be assigned to work in any court location, including Oakland, Alameda, Berkeley, Hayward, Fremont and Pleasanton. Under direction, Court Reporter Per Diem stenotypes a verbatim record of court proceedings; reads notes as requested; prepares transcripts; and performs other related duties as assigned. Court Reporter Per Diem may be assigned to work half day or full day and is paid the prescribed rate noted above. Employment is a temporary, per diem and services-as-needed assignment.

TYPICAL DUTIES (May include but not limited to the following:)

1. Reports verbatim proceedings of all necessary judicial and court matters using stenographic equipment or computer-aided technology (CAT) with Real-time capability; read back all of the official court record upon request.
 2. Meets transcription deadlines in accordance with California Rules of Court and Penal Code 869e and 1203.01 and in accordance with other applicable statutes as may be required; prepares certified transcripts as requested by judges, attorneys and the public in a timely manner.
 3. Maintains an accurate record of daily proceedings; and stores paper and electronic notes according to policy guidelines.
 4. May provide secretarial support for the judge; and types or prepares judicial documents, including judgments, decisions and jury instructions upon request.
 5. May provide court reporter services in all courtrooms throughout Alameda County as needed.
- Court Reporter Per Diem* *Open Continuous*

MINIMUM QUALIFICATIONS

Education

Completion of a recognized training course in court reporting or possession of an Associate of Arts degree in court reporting from an accredited college or university.

And

Experience

The equivalent to two years of experience recording testimony in court of record or legal environment.

KNOWLEDGE AND ABILITIES

Knowledge of basic legal, medical and other terminology required for court proceedings; courtroom procedures and protocol; English usage, grammar, punctuation and spelling; transcript production procedures and practices; and personal CAT system.

Ability to write shorthand at a minimum of 200 words per minute with 97.5% accuracy; work independently; plan and organize work to meet statutory and non-statutory deadlines; prepare and deliver Court mandated and/or appeal transcripts and extensions within statutory timeframes, formatted in conformance with statutory requirements; establish and maintain effective working relationships with judges, staff, attorneys and the public.

CERTIFICATION

Current certification by the State of California, Department of Consumers Affairs Certified Shorthand Reporters Board. Must own and maintain appropriate equipment for transcription of court proceedings.

LICENSE

A valid California Class "C" driver's license or the ability to utilize an alternative method of transportation when needed to carry out essential job functions.

GENERAL INFORMATION

This is a temporary, per diem court reporter position that is assigned court-wide on as needed basis. The work hours will vary based on the temporary staffing needs of the Court. Employment is contingent upon the provision of appropriate identifying documents to certify eligibility to work in the United States. The individuals selected for per diem, services-as-needed appointment must be fingerprinted for criminal record check purposes and that continued employment is contingent upon information received in the report. A Court Reporter Per Diem is not eligible to receive benefits.

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Supplemental Questionnaire

A properly completed Supplemental Questionnaire must be submitted for this examination along with an application. Failure to submit the Supplemental Questionnaire will result in disqualification.

The examination consists of a review of candidates' applications and supplemental questionnaires to verify possession of minimum qualifications. Those candidates who possess the minimum qualifications for the Court Reporter Per Diem will be placed on the eligible list based on an evaluation of education, training and work experience.

This questionnaire ***and*** the application form will be used in evaluating your qualifications and identifying your availability for employment. Please complete and return them to the Human Resources & Labor Relations Bureau. Be very specific on the application and questionnaire as to dates and employment history (month and year, hours per week and salary) where applicable.

1. Do you have additional job-related training and/or education beyond that required by the minimum qualifications? ☐ Yes ☐ No

If yes, either attach an 8-1/2"x11" paper to this questionnaire indicating additional training/education ***or*** indicate response on the back of this questionnaire.

2. State license(s), certificate(s) and/or registration(s) you possess which qualify you for the position. Indicate serial number, date issued and expiration date. **Attach copy of proof.**

3. ***EMPLOYMENT AVAILABILITY INFORMATION:*** Information checked here is used for certification purposes only and does not restrict department's right to reassign employees to different work hours or locations.

Check ALL Locations You Will Accept Initial Employment:
<input type="checkbox"/> All Locations <input type="checkbox"/> Alameda <input type="checkbox"/> Berkeley <input type="checkbox"/> Fremont <input type="checkbox"/> Hayward
<input type="checkbox"/> Oakland <input type="checkbox"/> Pleasanton
I hereby certify that all information presented is true and based on my background, skills and work experience. I agree and understand that misstatements or omissions of material facts herein may forfeit my rights to any employment in the service of the Superior Court of California, County of Alameda.
SIGNATURE: _____ DATE: _____